

Your Perfect Partner in Advance Excel Training.



ADVANCED EXCEL TRAINING



Advanced
Microsoft
Excel

ADVANCE EXCEL COURSE

- Topic wise Notes with Practice Exercise and Assignement
- Explained in Roman Hindi
- Level : Advance – After compeletion of Basic Computer Couse
- Require guidance of qualified Computer Instructor
- Scope of Work : Account, HR, Store, Marketing and Data Handling
- Course Duration : 1 Month

Publisher

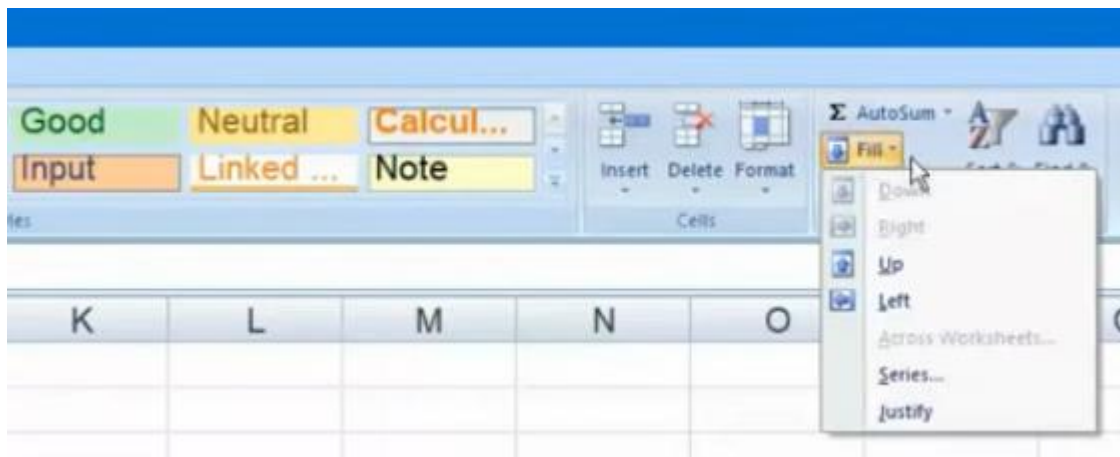
Computer Training Center
Super Success Institute, Muzaffarnagar

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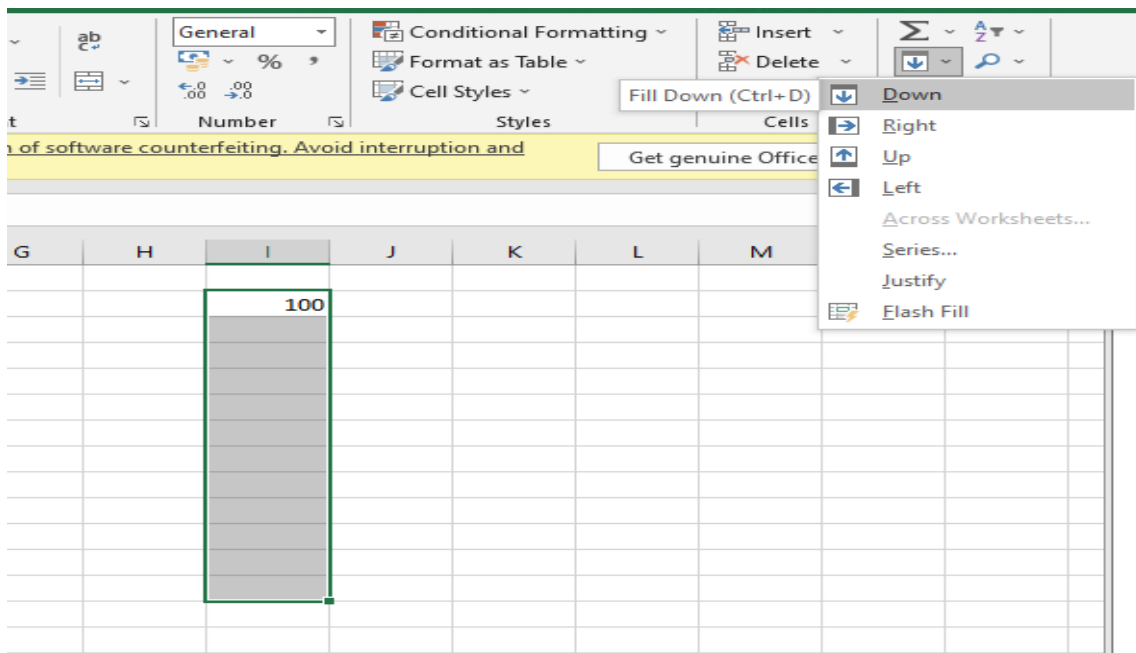
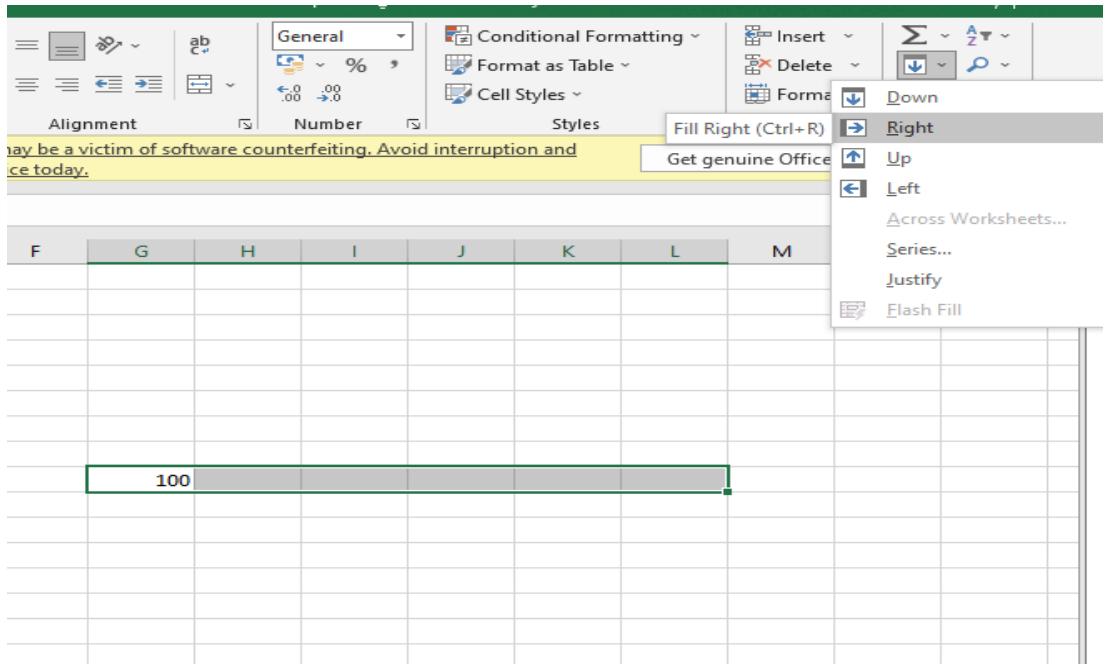
ALL ABOUT FILL OPTION

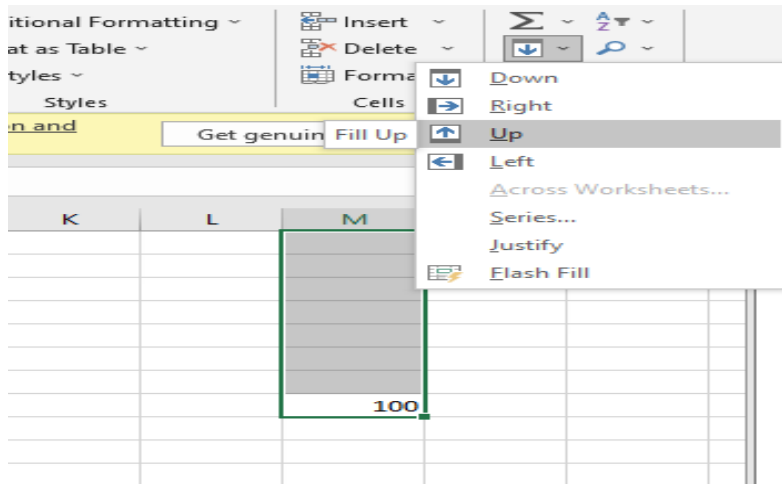


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A	B	C	D	E	F	G	N
Sr.	Student Name	English	Math	Hindi	Art	Science	Maximum Marks
1	Ram	67	35	26	49	50	500
2	Shyam	32	62	67	39	79	500
3	Raghv	39	92	6	25	70	500
4	Seeta	46	74	82	33	93	500
5	Geeta	100	98	24	81	40	500
6	Ravi	12	78	45	65	94	500
7	Sohan	11	65	39	46	82	500
8	Yogesh	30	19	29	10	57	500
9	Shruti	72	89	81	60	22	500
10	Mohan	75	68	78	85	84	500
		484					



Advance Excel Course





100
100
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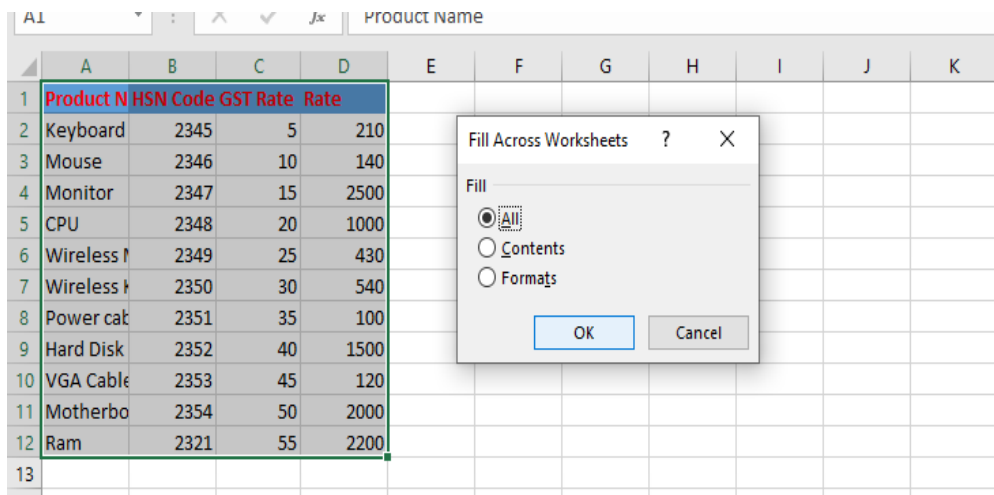
ACROSS WORKSHEETES

A	B	C	D	E	F	G	N
Sr.	Student Name	English	Math	Hindi	Art	Science	Maximum Marks
1	Ram	67	35	26	49	50	500
2	Shyam	32	62	67	39	79	500
3	Raghv	39	92	6	25	70	500
4	Seeta	46	74	82	33	93	500
5	Geeta	100	98	24	81	40	500
6	Ravi	12	78	45	65	94	500
7	Sohan	11	65	39	46	82	500
8	Yogesh	30	19	29	10	57	500
9	Shruti	72	89	81	60	22	500
10	Mohan	75	68	78	85	84	500

COPY TABLE AND SELECT ALL SHEET

SHIFT + CLICK PER SHEET THEN ACROSS WORKSHEET OPTION SHOW

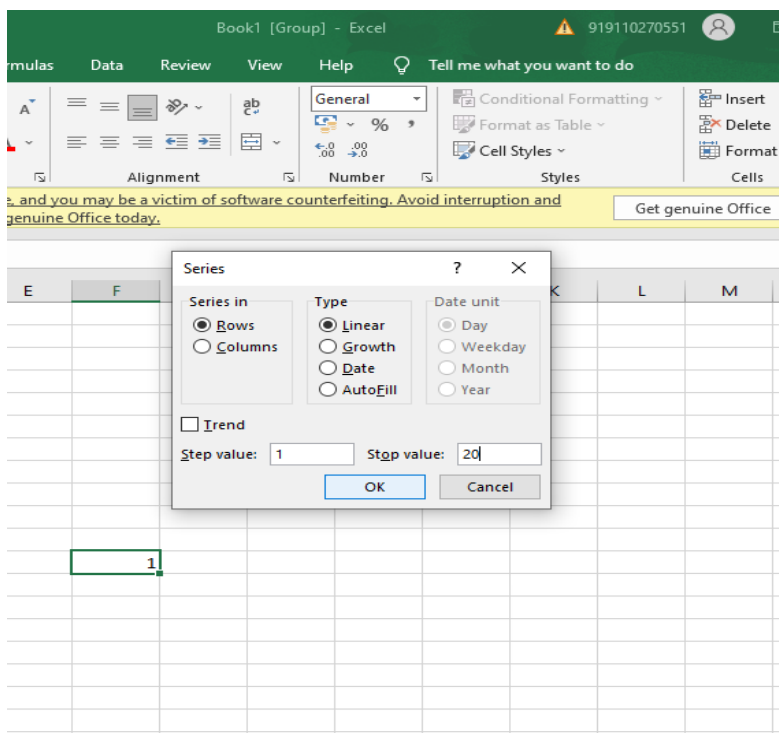
Advance Excel Course



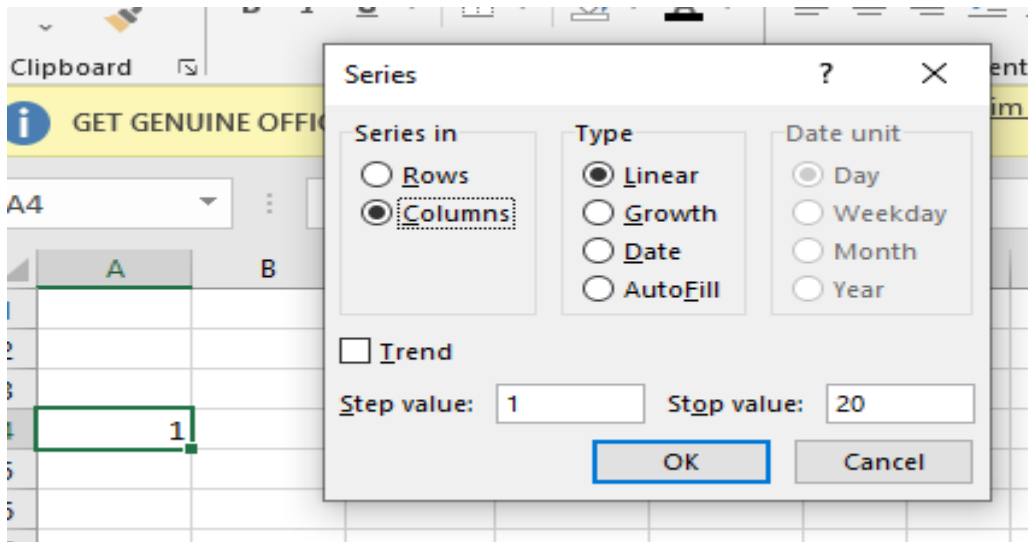
All pr sbhi paste hoga

Contents se only content paste hoga

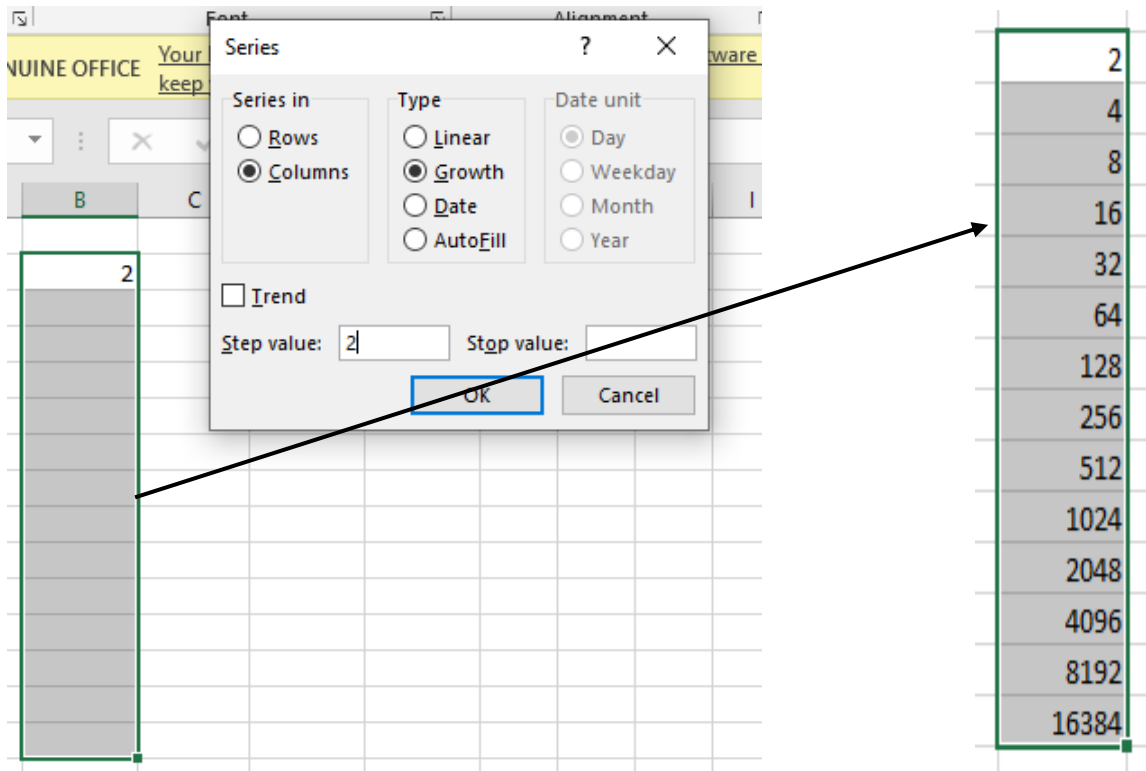
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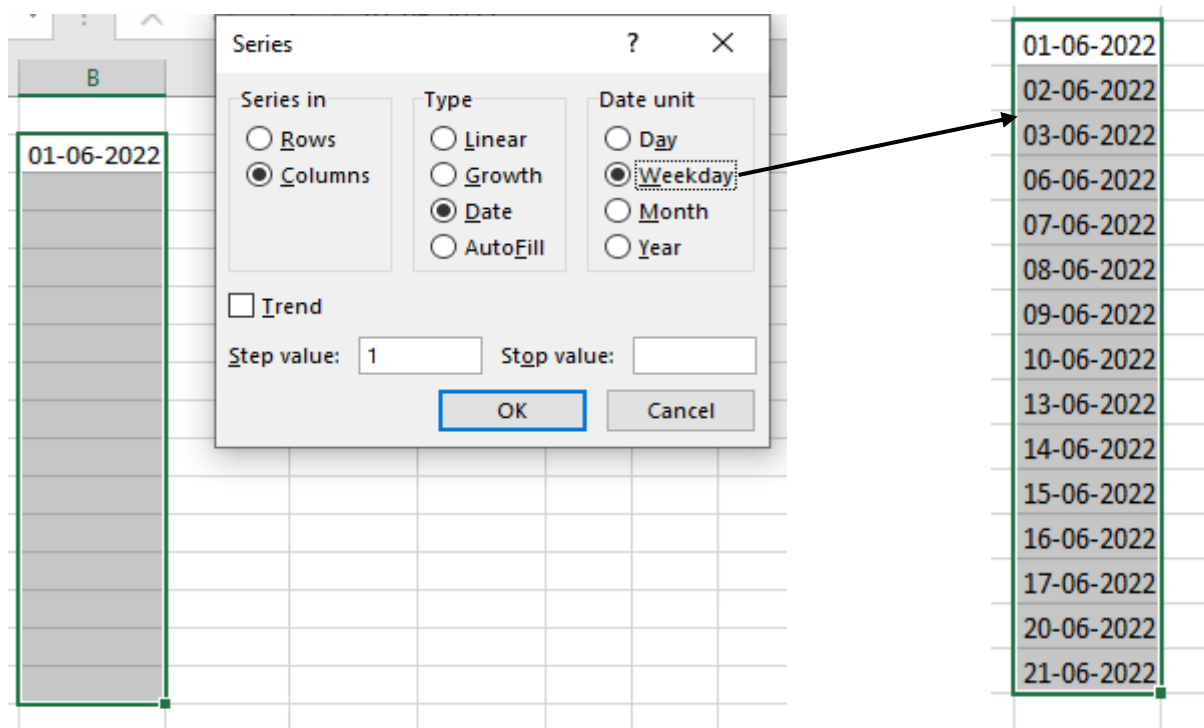
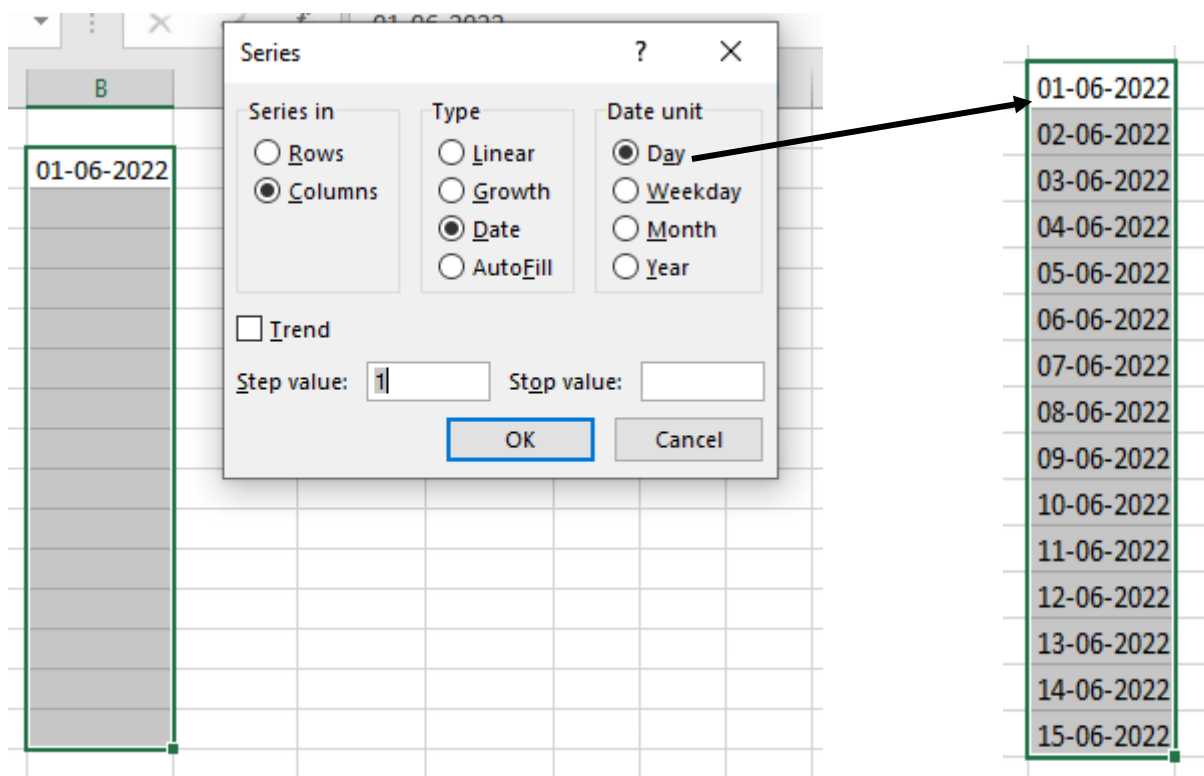


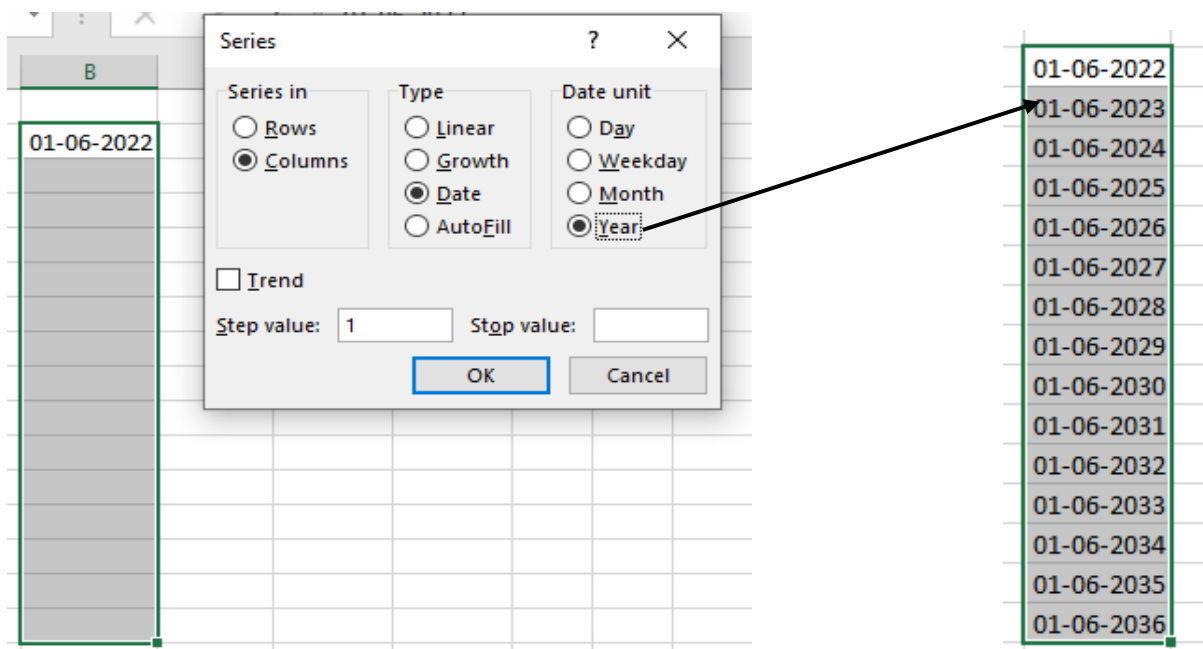
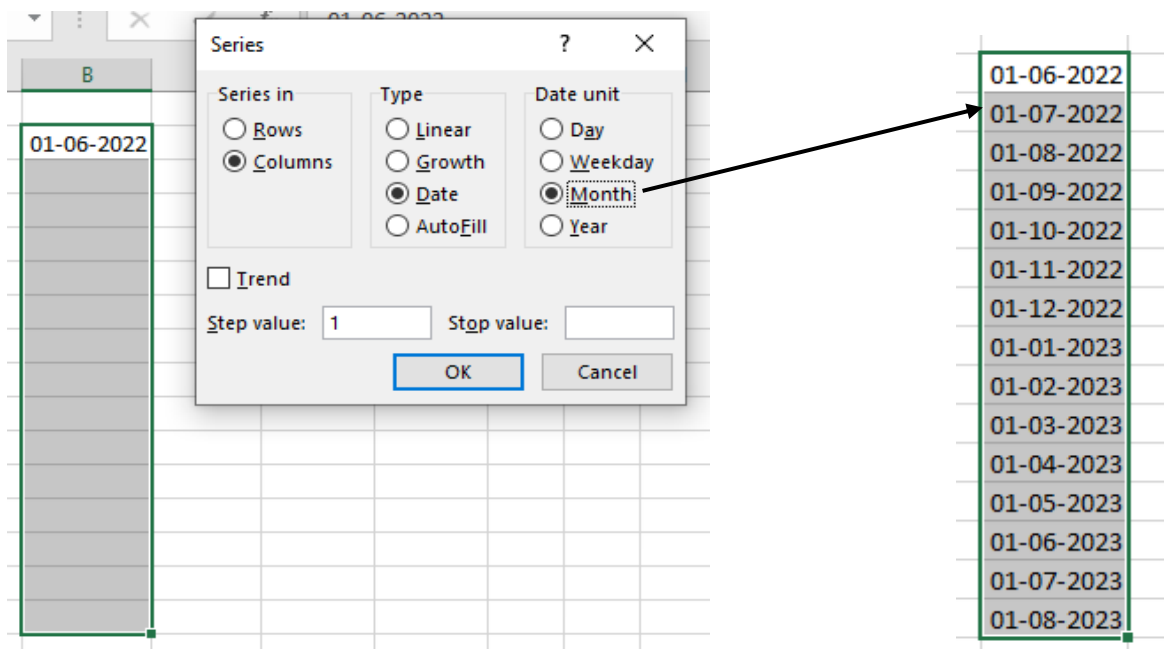
1
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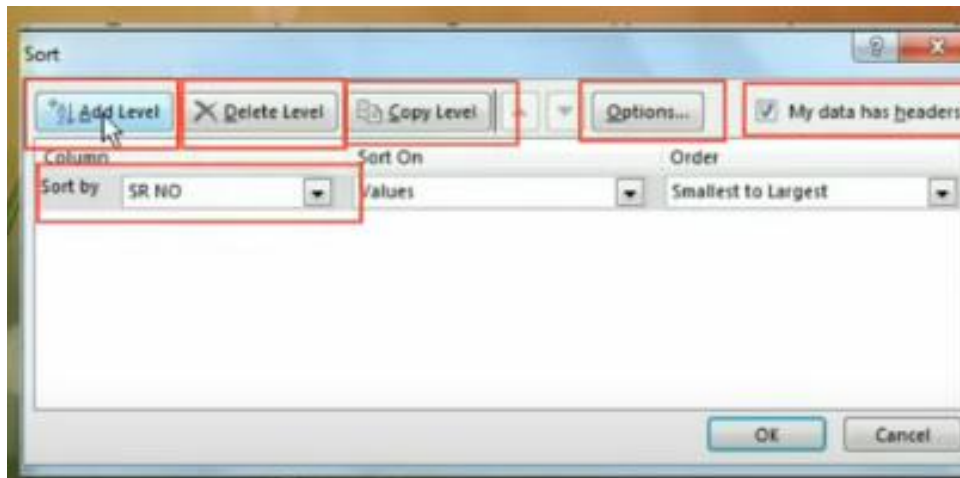
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----







ADVANCE SORT

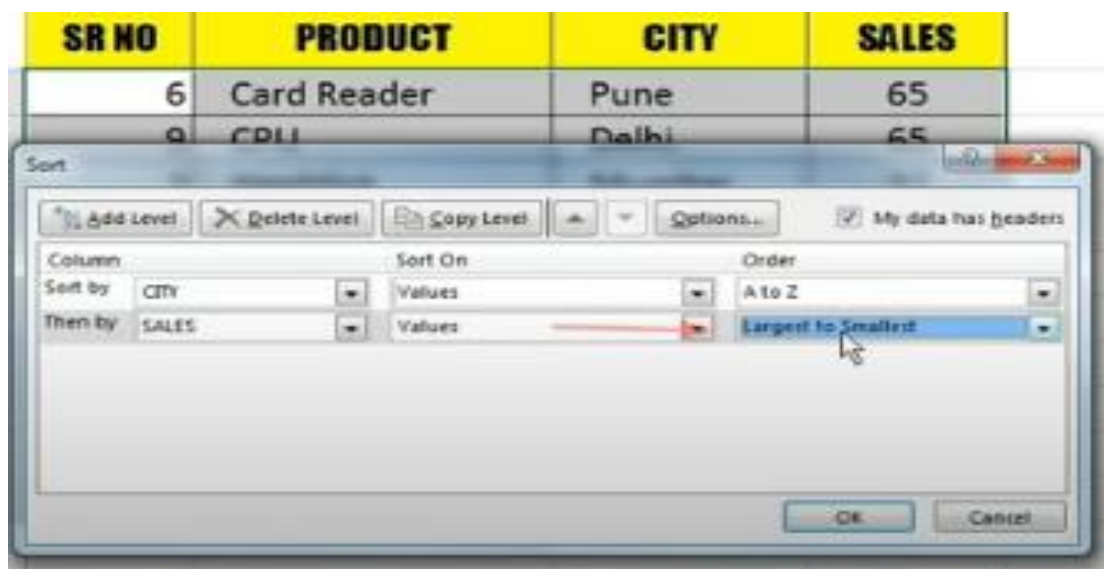
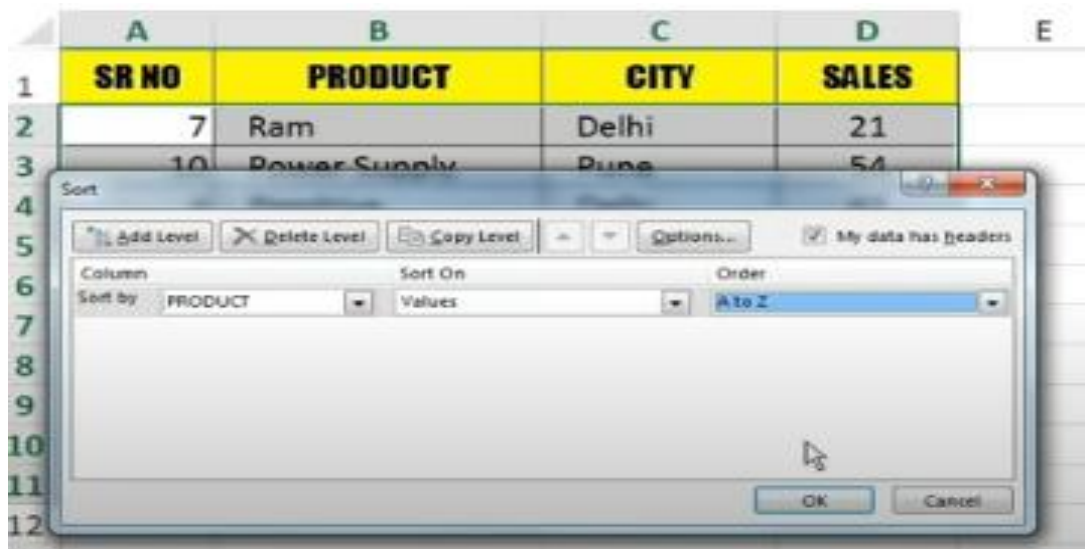


The screenshot shows the Excel ribbon with the 'DATA' tab selected. The 'Sort' button in the 'Sort & Filter' group is highlighted with a red box. Below the ribbon is a table with columns: SR NO, PRODUCT, CITY, and SALES.

	A	B	C	D	E
	SR NO	PRODUCT	CITY	SALES	
1					
2	1	Keyboard	Mumbai	45	
3	2	Mouse	Pune	65	
4	3	Harddisk	Mumbai	32	
5	4	Pendrive	Delhi	65	
6	5	LCD	Mumbai	32	
7	6	Card Reader	Pune	65	
8	7	Ram	Delhi	21	
9	8	Motherboard	Mumbai	32	
10	9	CPU	Delhi	65	
11	10	Power Supply	Pune	54	

	A	B	C	D
1	SR NO	PRODUCT	CITY	SALES
2	1	Keyboard	Mumbai	45
3	2	Mouse	Pune	65
4	3	Harddisk	Mumbai	32
5	4			
6	5			
7	6			
8	7			
9	8			
10	9			
11	10	Power Supply	Pune	54
12				





SR NO	PRODUCT	CITY	SALES
9	CPU	Delhi	65
4	Pendrive	Delhi	65
7	Ram	Delhi	21
1	Keyboard	Mumbai	45
3	Harddisk	Mumbai	32
5	LCD	Mumbai	32
8	Motherboard	Mumbai	32
6	Card Reader	Pune	65
2	Mouse	Pune	65
10	Power Supply	Pune	54

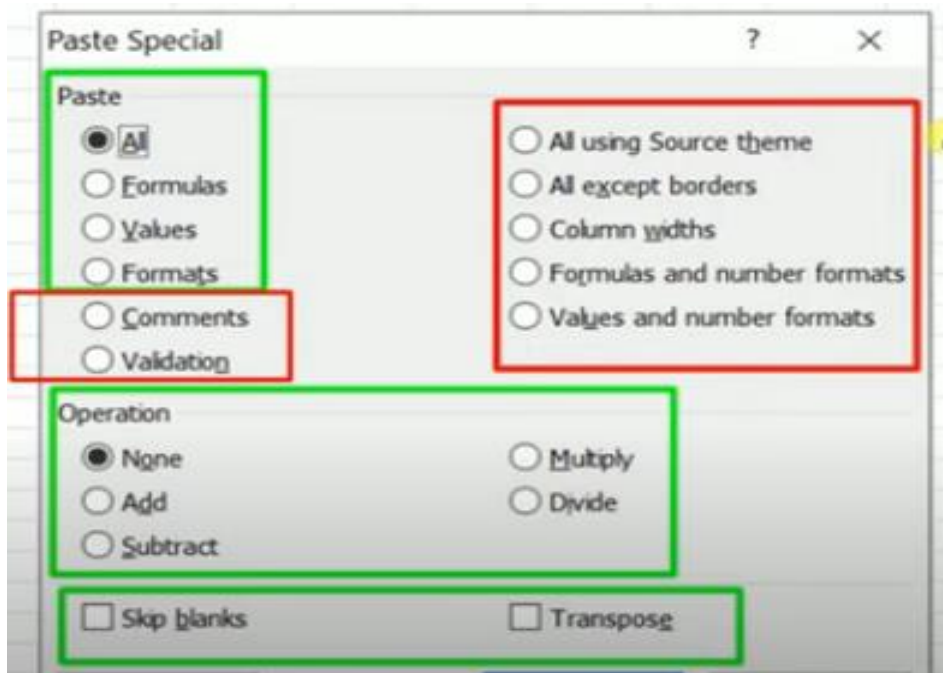


A	B	C	D
SR NO	PRODUCT	CITY	SALES
6	Card Reader	Pune	65
9	CARD READER	Delhi	65
10	CARD READER	Pune	54
3	Harddisk	Mumbai	32
1	Keyboard	Mumbai	45
5	LCD	Mumbai	32
8	Motherboard	Mumbai	32
2	Mouse	Pune	65
4	Pendrive	Delhi	65
7	Ram	Delhi	21



PASTE SPECIAL

CTRL + ALT + V



1. ALL

S.N.	ITEM	COMPANY	QTY	PRICE	AMOUNT
1	MOUSE	ABC	25	1200	30000
2	KEYBOARD	XYZ	25	1500	37500
3	MOUSE	ABC	18	1100	19800
4	KEYBOARD	XYZ	15	100	1500
5	MOUSE	XYZ	46	400	18400
6	KEYBOARD	ST	10	800	8000
7	CPU	ABC	25	200	5000
8	MOUSE	ST	70	300	21000
9	CPU	ST	84	350	29400
10	CPU	ABC	10	150	1500

2. FORMULAS

Formula Bar: $=D29*E29$

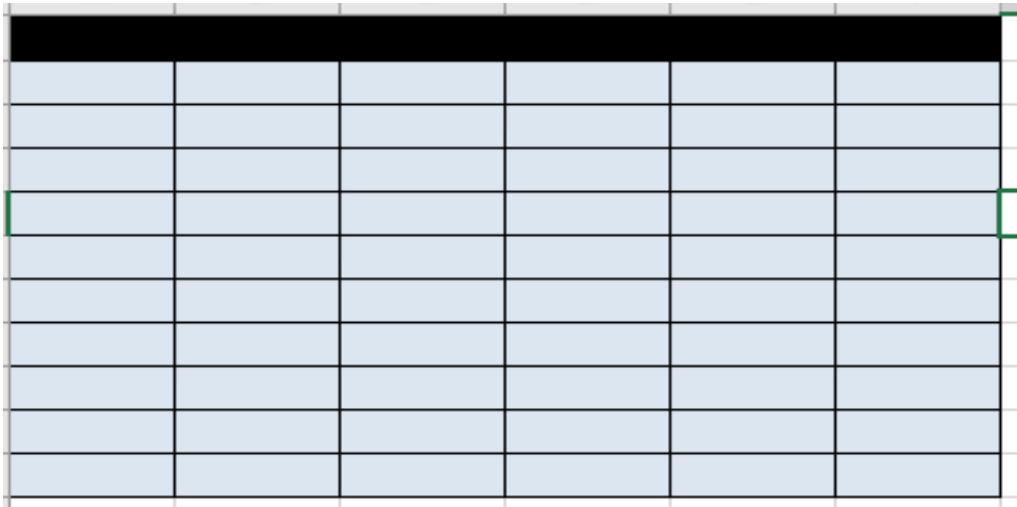
A	B	C	D	E	F
S.N.	ITEM	COMPANY	QTY	PRICE	AMOUNT
1	MOUSE	ABC	25	1200	30000
2	KEYBOARD	XYZ	25	1500	37500
3	MOUSE	ABC	18	1100	19800
4	KEYBOARD	XYZ	15	100	1500
5	MOUSE	XYZ	46	400	18400
6	KEYBOARD	ST	10	800	8000
7	CPU	ABC	25	200	5000
8	MOUSE	ST	70	300	21000
9	CPU	ST	84	350	29400
10	CPU	ABC	10	150	1500

3. VALUES

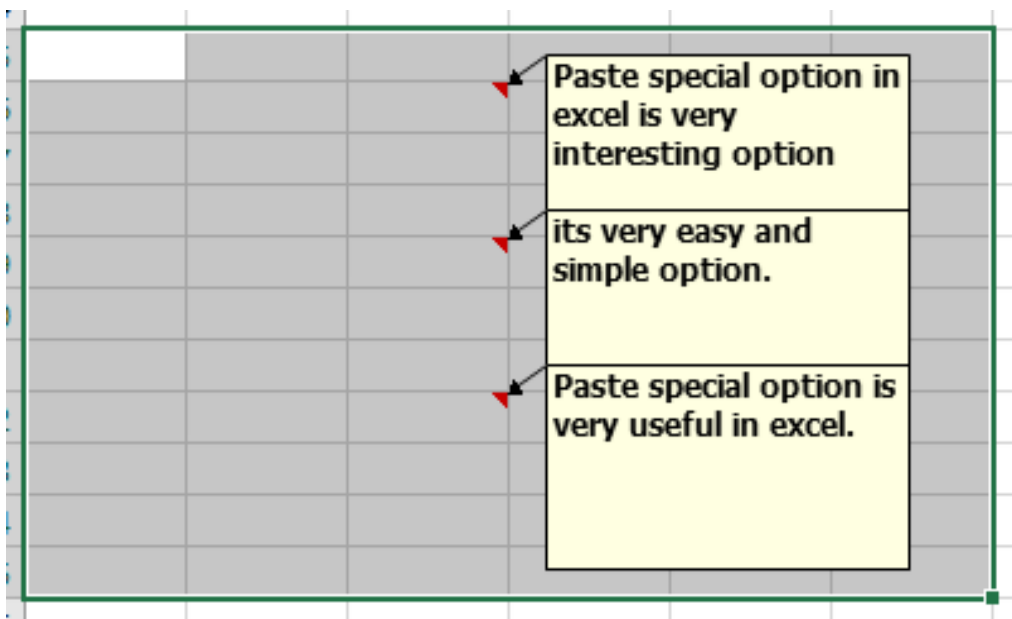
Formula Bar: 19800

A	B	C	D	E	F
S.N.	ITEM	COMPANY	QTY	PRICE	AMOUNT
1	MOUSE	ABC	25	1200	30000
2	KEYBOARD	XYZ	25	1500	37500
3	MOUSE	ABC	18	1100	19800
4	KEYBOARD	XYZ	15	100	1500
5	MOUSE	XYZ	46	400	18400
6	KEYBOARD	ST	10	800	8000
7	CPU	ABC	25	200	5000
8	MOUSE	ST	70	300	21000
9	CPU	ST	84	350	29400
10	CPU	ABC	10	150	1500

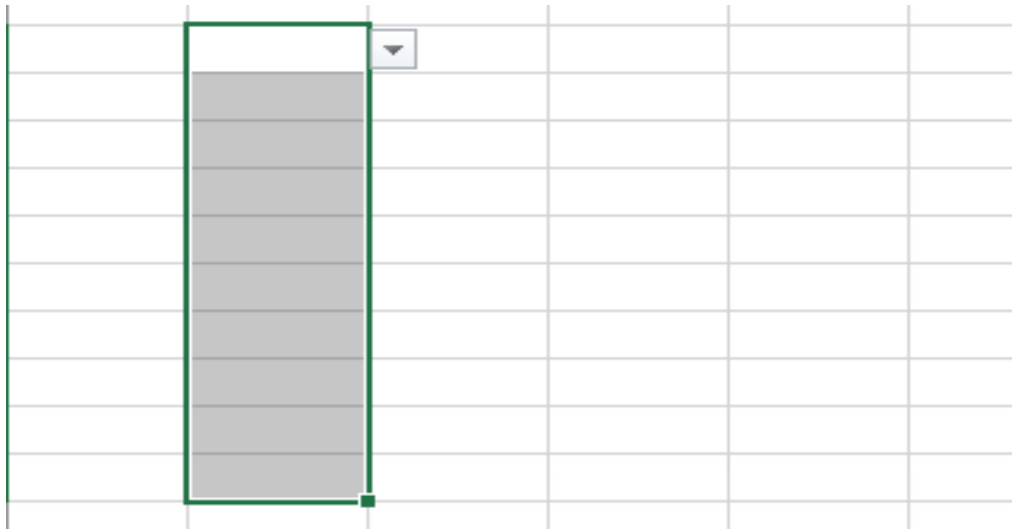
4. FORMATS



5. COMMENT

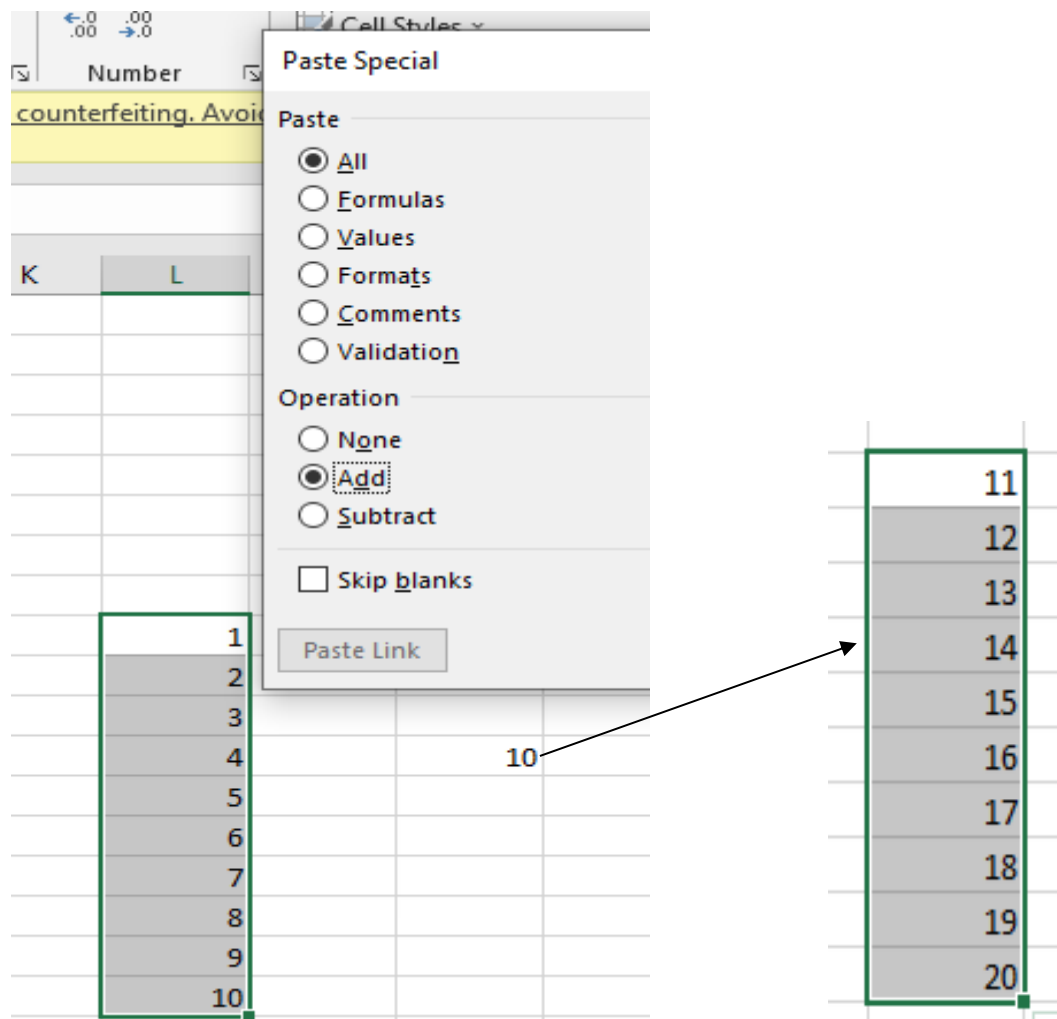


6. VALIDATION



Operation

1. Add



Skip Blank

u may be a victim of software coun
Office today.

Paste Special

Paste

- ☒ All
- ☐ Formulas
- ☐ Values
- ☐ Formats
- ☐ Comments
- ☐ Validation
- ☐ All using Source theme
- ☐ All except borders
- ☐ Column widths
- ☐ Formulas and number formats
- ☐ Values and number formats
- ☐ All merging conditional formats

Operation

- ☒ None
- ☐ Add
- ☐ Subtract
- ☐ Multiply
- ☐ Divide

☒ Skip blanks

☐ Transpose

Paste Link OK Cancel

I	J	K
8		
16		
24	100	
32		
40		
48	100	
56		
64		
72		
80	100	
88		
96	100	
104		

8
16
100
32
40
100
56
64
72
100
88
100
104

Transpose (Horizontal to Vertical – Vertical to Horizontal)

S.N.	1	2	3	4	5	6	7	8	9	10
ITEM	MOUSE	KEYBOARD	MOUSE	KEYBOARD	MOUSE	KEYBOARD	CPU	MOUSE	CPU	CPU
COMPANY	ABC	XYZ	ABC	XYZ	XYZ	ST	ABC	ST	ST	ABC
QTY	25	25	18	15	46	10	25	70	84	10
PRICE	1200	1500	1100	100	400	800	200	300	350	150
AMOUNT	30000	37500	19800	1500	18400	8000	5000	21000	29400	1500

ADVANCE FILTER

Original Data Table:

NAME	INTEREST	CITY
AMIT	COMPUTER	DELHI
PANKAJ	SONG	MUMBAI
ANKIT	DANCE	MZN
MEENU	DOCTER	DELHI
TANU	COMPUTER	MUMBAI
REENA	SONG	MZN
KHUSBOO	DANCE	DEHRADUN
MOHAN	COMPUTER	AGRA
RAJA	SONG	MZN

Criteria Range:

INTEREST
COMPUTER

Advanced Filter Dialog Box:

- Action: ☒ Copy to another location
- List range: \$A\$1:\$C\$10
- Criteria range: \$B\$13:\$B\$14
- Copy to: \$A\$17:\$C\$17
- ☐ Unique records only

Filtered Result Table:

NAME	INTEREST	CITY
AMIT	COMPUTER	DELHI
TANU	COMPUTER	MUMBAI
MOHAN	COMPUTER	AGRA

	A	B	C
1	DAY	UNIT	RUNNIG TOTAL
2	SUNDAY	4	=SUM(B\$2:B2)
3	MONDAY	4	=SUM(B\$2:B3)
4	TUESDAY	2	=SUM(B\$2:B4)
5	WEDNESDAY	5	=SUM(B\$2:B5)
6	THURSDAY	8	=SUM(B\$2:B6)
7	FRIDAY	6	=SUM(B\$2:B7)
8	SATURDAY	10	=SUM(B\$2:B8)

TEXT FUNCTION:

UPPER

	A	B	C
1	Name	Age	Upper
2	jOhn	19	JOHN
3	Smith	16	SMITH
4	Jackson	18	JACKSON
5	fisCHer	16	FISCHER
6	mahin Alam	12	MAHIN ALAM
7	emma	12	EMMA
8	aleXANder	20	ALEXANDER
9	Suzzane	15	SUZZANE
10	Peter	19	PETER
11	ColBy p Ford	20	COLBY P FORD

LOWER

	A	B
1	Text	Lower
2	Document	document
3	INserT	insert
4	ALGORITHM	algorithm
5	Data Mining	data mining
6	FirEwall	firewall
7	Frequently	frequently
8	HACKER	hacker
9	backup	backup
10	APPLication	application
11	Notebook Computer	notebook computer

PROPER

	A	B
1	Full Name	Proper
2	mr. Haider Ali	Mr. Haider Ali
3	MISS. OLIVIA	Miss. Olivia
4	Ram kumar singh	Ram Kumar Singh
5	Chhaya yadav	Chhaya Yadav
6	Anita singh yadav	Anita Singh Yadav
7	skylar rubY	Skylar Ruby
8	ALICE CORA	Alice Cora
9	MAHIN aLAM	Mahin Alam
10	shaziya zaidi	Shaziya Zaidi
11	shahban Abbas	Shahban Abbas

TRIM

	A	B
1	Title	Trim
2	The Shawshank Redemption (1994)	The Shawshank Redemption (1994)
3	The Godfather (1972)	The Godfather (1972)
4	The Godfather: Part 2nd (1972)	The Godfather: Part 2nd (1972)
5	Pulp Fiction (1994)	Pulp Fiction (1994)
6	The Good, The Bad and the Ugly (1966)	The Good, The Bad and the Ugly (1966)
7	12 Angry Men (1957)	12 Angry Men (1957)
8	The Dark Knight (2008)	The Dark Knight (2008)
9	Schindler's List (2008)	Schindler's List (2008)
10	The Lord of the Rings (2003)	The Lord of the Rings (2003)
11	Fight Club (1999)	Fight Club (1999)

LEFT

	A	B
1	Names	Left
2	Syed Abid Ali	Syed
3	David Warner	David Warner
4	M.S Dhoni	M.S
5	Virat Kohli	Virat Ko
6	Adam Zampa	Adam Z
7	Ricky Ponting	Ric
8	Mohd Shami	Mohd
9	Josh Hazlewood	Josh Haz
10	Adil Rashid	Adi
11	Jonny Bairstow	Jonny Bair

MID

	A	B
1	Websites	Mid
2	https://mail.google.com/mail.u	mail.google.com
3	https://www.bigrock.in/dod?gclid=	www.bigrock.in
4	https://eralamshahbaz.com	eralamshahbaz.com
5	https://web.whatsapp.com/	whatsapp.com
6	https://smallpdf.com/pdf-to-jpg	smallpdf.com

RIGHT

	A	B
1	Names	Right
2	Syed Abid Ali	Ali
3	David Warner	David Warner
4	M.S Dhoni	oni
5	Virat Kohli	at Kohli
6	Adam Zampa	Zampa
7	Ricky Ponting	Ponting
8	Mohd Shami	hami
9	Josh Hazlewood	azlewood
10	Adil Rashid	hid
11	Jonny Bairstow	y Bairstow

LENGTH

	A	B
1	Names	Length
2	Zainab Rizvi	12
3	Amit Tyagi	10
4	Shahid Kapoor	13
5	Dennis Ritchie	14
6	Nusbeeha Naqvi	14
7	James Thomas	12
8	Eli Christian	13
9	Jameson	7
10	Ravi Kumar	10
11	Shivi Singh	11

Concatenate

	A	B	C	D
1	First Name	Middle Name	Last Name	Full Name (Concatenate)
2	Mohd	Ali	Alam	Mohd Ali Alam
3	Eshika	Singh	Yadav	Eshika Singh Yadav
4	Amit	Kumar	Tyagi	Amit Kumar Tyagi
5	Inaya	Ansari		Inaya Ansari
6	Liyana	Zaidi		Liyana Zaidi
7	Mohd	Mahin	Alam	Mohd Mahin Alam
8	St	Dennis	Ritchie	St Dennis Ritchie
9	Miss	Aliya	Naqvi	Miss Aliya Naqvi
10	Miss	Sheeza	Ansari	Miss Sheeza Ansari
11	Naina	Bhardwaj		Naina Bhardwaj

EXACT

	A	B	C
1	Data 1	Data 2	Exact
2	Document	Ink	FALSE
3	Paper	Paper	TRUE
4	Pen	Pencil	FALSE
5	AC1500	AB1500	FALSE
6	Printer	Printers	FALSE
7	Scanner	Scanner	TRUE
8	158	158	TRUE
9	SMPS	Power	FALSE
10	Keyboard	Press	FALSE
11	Mouse Pad	Pad	FALSE

LOGICAL FUNCTION:

OR

	A	B	C	D	E	F
1	Employee Name	Mouse Sale	Keyboard Sale	Router Sale	Hub Sale	Bonus [OR]
2	Zafar Abbas	4000	5000	5000	500	45%
3	Ananaya	1000	1000	2000	6000	45%
4	Shaayla Zehra	7000	9000	8000	1000	45%
5	Candy	1000	2000	1000	1000	Not Bonus
6	Shelena	5000	2000	3000	1000	45%
7	Amit Kumar	2000	3000	1000	2000	Not Bonus
8	Praveen Kumar	6000	4000	7000	1000	45%
9	Amisha Singh	9000	2000	2000	3000	45%
10	Dennis John	1000	1000	2000	1000	Not Bonus
11	Rey Mysterio	5000	2000	1000	3000	45%

- 45 % Anyone sales amount greater than and equal 5000
- Not Bonus..... All sales amount less than 5000

AND

	A	B	C	D	E	F
1	Employee Name	Application Software Sale	System Software Sale	Windows 7 Sale	Windows 10 Sale	Bonus [AND]
2	Dennis John	12000	14000	20000	12000	52 %
3	Ananaya	25000	11000	22000	14000	12 %
4	Shaayla Zehra	12000	32000	10000	20000	12 %
5	Ankit Kumar	50000	20000	13000	25000	52 %
6	Shelena	11000	23000	12000	20000	12 %
7	Amit Kumar	25000	32000	20000	11000	12 %
8	Candy	15000	32000	14000	25000	52 %
9	Amisha Singh	9000	5000	4000	50000	12 %
10	Zafar Abbas	16000	12000	14000	20000	52 %
11	Rey Mysterio	8000	9000	10000	11000	12 %

- 52 % All sales amount greater than and equal 12000
- 12 % Anyone/all sales amount less than 12000

	A	B	C	D	E	F	G	H	I	J	K	L
1	Results											
2												
3	Student Names	Hindi	English	Computer	Maths	Science	Accountancy	Total	Max	Min	Average	Result (IF)
4	Zainab Rizvi	78	84	58	49	78	89	436	89	49	72.7	PASS
5	Amit Tyagi	71	41	45	25	22	49	253	71	22	42.2	FAIL
6	Shahid Kapoor	78	43	54	65	32	79	351	79	32	58.5	PASS
7	Dennis Ritchie	96	49	62	45	42	56	350	96	42	58.3	PASS
8	Nusbeeha Naqvi	56	65	84	89	23	58	375	89	23	62.5	PASS
9	James Thomas	51	74	56	54	28	30	293	74	28	48.8	FAIL
10	Eli Christian	63	54	74	55	35	62	343	74	35	57.2	PASS
11	Jameson	56	42	21	23	35	78	255	78	21	42.5	FAIL
12	Ravi Kumar	65	53	23	23	62	56	282	65	23	47.0	FAIL
13	Shivi Singh	79	42	80	84	78	67	430	84	42	71.7	PASS

- **PASS Above 300**
- **FAIL..... Below 300**

MATH'S & TRIG FUNCTIONS

SUM

G2		fx		=SUM(B2:F2)			
	A	B	C	D	E	F	G
1	Students Name	Hindi	English	Maths	Computer	Science	Total Marks
2	Mahin Alam	89	78	42	89	54	352
3	Jitender Singh	70	59	58	65	58	310
4	Dennis Ritchie	50	80	85	89	50	354
5	Sakshi Thakur	84	45	36	24	65	254
6	Haider Ali	85	84	24	85	47	325
7	Ziya Naqvi	78	91	50	42	58	319
8	Amit Tyagi	56	65	65	32	67	285
9	Ajay Singh	85	50	59	61	52	307
10	Devid Kumar	71	62	25	23	32	213
11	John Stephen	46	47	42	89	65	289

Product

D2

✖

✔

fx

=PRODUCT(B2:C2)

	A	B	C	D
1	Fruits Name	Quantity	Rate	Total Amount
2	Apple	50	85	4250
3	Orange	80	30	2400
4	Pineapple	25	65	1625
5	Litchi	40	60	2400
6	Grapes	12	40	480
7	Guava	10	25	250
8	Kiwi	20	85	1700
9				

Round

B2					
	A	B	C	D	E
1	Rupees	Round			
2	25.652	25.65			
3	75.53	75.53			
4	80.443	80.44			
5	90.9	90.9			
6	100.77	100.77			
7	1800.531	1800.53			
8	1259.6	1259.6			
9	1999.55	1999.55			
10	1589.78	1589.78			

ODD & EVEN

	B	C	D
1		Numbe	ODD
2		11	11
3		12	13
4		19	19
5		25	25
6		28	29
7		16	17
8		17	17
9		34	35
10		55	55

	B	C	D
1		Numbe	EVEN
2		11	12
3		12	12
4		19	20
5		25	26
6		28	28
7		16	16
8		17	18
9		34	34
10		55	56

POWER & SQRT

✓ <i>fx</i> =POWER(D2,2)		
C	D	E
1	NUMBER	POWER
2	5	25
3	6	36
4	7	49
5	8	64
6	9	81
7	10	100
8	12	144
9	25	625
10	14	196

✓ <i>fx</i> =SQRT(D2)		
C	D	E
1	NUMBER	SQRT
2	25	5
3	36	6
4	49	7
5	1296	36
6	9	3
7	10	3.1623
8	144	12
9	225	15
10	64	8

LCM

D2 ✓ <i>fx</i> =LCM(A2:C2)				
	A	B	C	D
1	NUMBER	NUMBER	NUMBER	LCM
2	3	6	9	18
3	2	4	6	12
4	12	19	18	684
5	11	5	27	1485
6	25	9	10	450
7	22	15	13	4290
8	9	8	7	504
9	5	10	15	30
10	15	25	35	525
11				

GREATER COMMON DIGIT

D2				=GCD(A2:C2)
	A	B	C	D
1	NUMBER	NUMBER	NUMBER	GCD
2	3	6	9	3
3	2	4	6	2
4	12	19	18	1
5	11	5	27	1
6	25	9	10	1
7	22	15	13	1
8	9	8	7	1
9	5	10	15	5
10	15	25	35	5

SUMIF

F3						=SUMIF(B3:B17,B3,C3:C17)
	A	B	C	D	E	F
1	PURCHASE					
2	DATE	ITEM NAMES	QTY		ITEM	TOTAL ITEM PURCHASE
3	10-01-21	COMPUTER	10		COMPUTER	42
4	10-2-21	PRINTER	15		PRINTER	31
5	10-3-21	LAPTOP	73		LAPTOP	93
6	10-4-21	LAPTOP	20		C.P.U	23
7	10-5-21	COMPUTER	32		CHAIR	37
8	10-6-21	C.P.U	18		T.V.	65
9	10-7-21	CHAIR	14		TABLE	30
10	10-8-21	PRINTER	16		REFRIGATOR	10
11	10-9-21	T.V.	65		KEYBOARD	25
12	10-10-21	TABLE	30		A.C.	60
13	10-11-21	REFRIGARATOR	10			
14	10-12-21	CHAIR	23			
15	10-13-21	KEYBOARD	25			
16	10-14-21	A.C	60			
17	10-15-21	C.P.U	5			

SUBTOTAL

SUM				=SUBTOTAL(G3:G9)			
	F	G	H				
1	SUBTOTAL						
2	NAME	UNIT	PRICE				
3	CPU	4	250				
4	MOUSE	4	350				
5	LED	10	300				
6	KEYBORD	2	150				
7	MONITOR	8	200				
8	COMPUTER	10	170				
9	DVD	18	70				
10	TOTAL	=SUBTOTAL(G3:G9)	=SUBTOTAL(9,H3:H9)				
11		SUBTOTAL(function_num, ref1, ...)					
12			(...) 2 - COUNT				
13			(...) 3 - COUNTA				
14			(...) 4 - MAX				
15			(...) 5 - MIN				
16			(...) 6 - PRODUCT				
17			(...) 7 - STDEV.S				
18			(...) 8 - STDEV.P				
19			(...) 9 - SUM				
20			(...) 10 - VAR.S				
21			(...) 11 - VAR.P				
			(...) 101 - AVERAGE				

SUMPRODUCT

	A	B	C	D
1	NAME	UNIT	PRICE	PRODUCT
2	CPU	4	250	=B2*C2
3	MOUSE	4	350	=B3*C3
4	LED	10	300	=B4*C4
5	KEYBORD	2	150	=B5*C5
6	MONITOR	8	200	=B6*C6
7	COMPUTER	10	170	=B7*C7
8	DVD	18	70	=B8*C8
	SUMPRODUCT	=SUMPRODUCT(B2:B8,C2:C8)		=SUM(D2:D8)

DATABASE FUNCTION

	A	B	C	D	E	F	G	H	
1	DSUM, DMIN, DAVERAGE, DMAX, DCOUNT								
2	S.N.	ITEM	COMPANY	QTY	PRICE	AMOUNT			
3	1	MOUSE	ABC	25	1200	=D3*E3			
4	2	KEYBOARD	XYZ	25	1500	=D4*E4			
5	3	MOUSE	ABC	18	1100	=D5*E5			
6	4	KEYBOARD	XYZ	15	100	=D6*E6			
7	5	MOUSE	XYZ	46	400	=D7*E7			
8	6	KEYBOARD	ST	10	800	=D8*E8			
9	7	CPU	ABC	25	200	=D9*E9			
10	8	MOUSE	ST	70	300	=D10*E10			
11	9	CPU	ST	84	350	=D11*E11			
12	10	CPU	ABC	10	150	=D12*E12			
13									
14	ITEM	COMPANY	QTY				ITEM	COMPANY	QTY
15	MOUSE	ABC	=DSUM(A2:F12,D2,A14:B15)				MOUSE	ABC	=DMAX(A2:F12,D2,F14:G15)
16									
17	ITEM	COMPANY	QTY				ITEM	COMPANY	QTY
18	MOUSE	ABC	=DMIN(A2:F12,E2,A17:B18)				MOUSE	ABC	=DCOUNT(A2:F12,D2,F17:G18)
19									
20	ITEM	COMPANY	QTY						
21	MOUSE	ABC	=DAVERAGE(A2:F12,D2,A20:B21)						
22									

STATISTICAL FUNCTION

AVERAGE, MAX, MIN

	A	B	C	D	E	F	G	H	I	J
1	Results									
2										
3	Student Names	Hindi	English	Computer	Maths	Science	Total	Max	Min	Average
4	Zainab Rizvi	78	54	58	23	23	236	78	23	47.2
5	Amit Tyagi	89	59	94	25	22	289	94	22	57.8
6	Shahid Kapoor	78	56	54	65	32	285	78	32	57
7	Dennis Ritchie	96	84	62	45	42	329	96	42	65.8
8	Nusbeeha Naqvi	56	78	45	52	23	254	78	23	50.8
9	James Thomas	95	61	65	20	52	293	95	20	58.6
10	Eli Christian	63	59	74	55	35	286	74	35	57.2
11	Jameson	56	69	21	23	35	204	69	21	40.8
12	Ravi Kumar	65	89	23	23	62	262	89	23	52.4
13	Shivi Singh	79	45	80	34	45	283	80	34	56.6

COUNT

	A	B	C	D	E	F	G
1	Student Names	Roll No	Hindi	English	Computer	Maths	Science
2	Zainab Rizvi	DI245	78	54	58	23	23
3	Amit Tyagi	DI246	89	59	94	25	22
4	Shahid Kapoor	DI247	78	56	54	65	32
5		DI248	96	84	62	45	42
6	Nusbeeha Naqvi	DI249	56	78		52	23
7	James Thomas	DI250	1	61	65	20	52
8	Eli Christian	DI251	63	59	74	55	35
9	Jameson	DI252	56	69		23	35
10	Ravi Kumar	DI253	65	89	23	23	62
11	Shivi Singh	DI254	79	45	80	34	45
12							
13	S N Count	R N Count	Hindi Count	Eng Count	Computer Count	Maths Count	Science Count
14	0	0	10	10	8	10	10

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COUNTA

	A	B	C	D	E	F	G
1	Student Names	Roll No	Hindi	English	Computer	Maths	Science
2	Zainab Rizvi	DI245	78	54	58	23	23
3	Jame	DI246	89	59	94	25	22
4	Shahid Kapoor	DI247	78	56	54	65	32
5	Shivi Singh	DI248	96	84	62	45	42
6	Nusbeeha Naqvi	DI249			7	52	23
7	Abbas	DI250	1	61	65	20	52
8	Eli Christian	DI251	63	59	74	55	35
9	Jameson	DI252	56	69	7	23	35
10	Ravi Kumar	DI253	65	89	23	23	62
11	Singh	DI254	79	45	80	34	45
12	Thomas						
13	S N Counta	R N Counta	Hindi Counta	Eng Counta	Computer Counta	Maths Counta	Science Counta
14	10	10	9	9	10	10	10

COUNTBLANK

	A	B	C	D	E	F
1	Student Names	Hindi	English	Computer	Maths	Science
2	Zainab Rizvi	78	54	58		
3				94	25	22
4	Shahid Kapoor	78	56		65	
5		96	84	62	45	42
6	Nusbeeha Naqvi	56	78	45	52	23
7				65		52
8	Eli Christian	63	59	74	55	
9	Jameson	56		21		35
10			89	23	23	62
11	Shivi Singh	79			34	
12						
13	S N C B	Hindi CB	Eng CB	Computer CB	Maths CB	Science CB
14	4	3	4	2	3	4

LARGE

F2						=LARGE(B2:E2,2)
	A	B	C	D	E	F
1	Name	English	Mathe	Hindi	Computere	Large
2	Sita	12	25	35	44	35
3	Geeta	14	12	36	10	14
4	Monika	85	13	15	36	36
5	Priya	20	58	34	25	34
6	Minakshi	11	41	63	14	41
7	Suraj	30	14	7	28	28
8	Mohan	10	16	15	39	16
9	Ajay	35	87	96	40	87

SMALL

F2						=SMALL(B2:E2,2)
	A	B	C	D	E	F
1	Name	English	Mathe	Hindi	Computere	Small
2	Sita	12	25	35	44	25
3	Geeta	14	12	36	10	12
4	Monika	85	13	15	36	15
5	Priya	20	58	34	25	25
6	Minakshi	11	41	63	14	14
7	Suraj	30	14	7	28	14
8	Mohan	10	16	15	39	15
9	Ajay	35	87	96	40	40

MEDIAN

C2						
	A	B	C	D	E	
1	Numbe	Numbe	Median			
2	10	20	15			
3	60	40	50			
4	15	15	15			
5	25	25	25			
6	20	30	25			
7	60	10	35			
8	20	40	30			
9	16	18	17			
10	12	28	20			
11						

Countif

A13						
	A	B	C	D	E	F
1	Fruits name	Qty	Rate			
2	Apple	50	25			
3	Mango	10	12			
4	Apple	20	13			
5	Pear	40	15			
6	Apple	50	16			
7	Mango	10	18			
8	Pear	40	26			
9	Apple	20	28			
10	Mango	10	17			
11						
12						
13	4	3	1			
14						

LOOKUP & REFERENCE FUNCTION

VLOOKUP

	A	B	C	D	E
1	ID No	First Name	Last Name	Division	Monthly Salary
2	AB1234	Mohd	Haider	CEO	80000
3	BC42345	Harper	Williams	Marketing	23000
4	CD13456	Dennis	Ritchie	Accounting	26000
5	DE4567	Thomas	Smith	Sales	21000
6	EF5678	Brown	Jones	Research	30000
7	FG6789	Jackson	Davis	Accounting	26000
8	GH78910	Alam	Zaidi	CA	32000
9	HI891011	Miller	Taylor	Sales	21000
10	IJ9101112	Ankit	Singh	Research	30000
11	KL111213	Jones	Anderson	Sales	21000
12					
13					
			Vlookup		
14	ID No	First Name	Last Name	Division	Monthly Salary
15	HI891011	=VLOOKUP(A15,A1:E11,2,0)	=VLOOKUP(A15,A1:E11,3,0)	=VLOOKUP(A15,A1:E11,4,0)	=VLOOKUP(A15,A1:E11,5,0)
16	BC42345	=VLOOKUP(A16,A1:E11,2,0)	=VLOOKUP(A16,A1:E11,3,0)	=VLOOKUP(A16,A1:E11,4,0)	=VLOOKUP(A16,A1:E11,5,0)
17	GH78910	=VLOOKUP(A17,A1:E11,2,0)	=VLOOKUP(A17,A1:E11,3,0)	=VLOOKUP(A17,A1:E11,4,0)	=VLOOKUP(A17,A1:E11,5,0)
18	KL111213	=VLOOKUP(A18,A1:E11,2,0)	=VLOOKUP(A18,A1:E11,3,0)	=VLOOKUP(A18,A1:E11,4,0)	=VLOOKUP(A18,A1:E11,5,0)
19	EF5678	=VLOOKUP(A19,A1:E11,2,0)	=VLOOKUP(A19,A1:E11,3,0)	=VLOOKUP(A19,A1:E11,4,0)	=VLOOKUP(A19,A1:E11,5,0)

HLOOKUP

	A	B	C	D	E	F	G	H	I	J
1	HLOOKUP									
2	NAME OF SALESMAN	RAVI	RAJU	AMIT	VINOD	MAYANK	DENNIS	ROHIT	SHUBHAM	MANISH
3	JAN	308	495	466	255	440	314	399	283	493
4	FEB	351	479	461	276	357	404	290	272	353
5	MAR	456	422	279	348	305	330	485	492	464
6	APR	392	439	489	492	475	322	299	319	410

NAME OF SALESMAN	JAN	FEB	MAR	APR
MANISH	=HLOOKUP(A10,A2:J6,2,0)	=HLOOKUP(A10,A2:J6,3,0)	=HLOOKUP(A10,A2:J6,4,0)	=HLOOKUP(A10,A2:J6,5,0)
DENNIS	=HLOOKUP("DENNIS",A2:J6,2,0)	=HLOOKUP("DENNIS",A2:J6,3,0)	=HLOOKUP("DENNIS",A2:J6,4,0)	=HLOOKUP("DENNIS",A2:J6,5,0)

B2						
	A	B	C	D	E	F
1	Name	Match				
2	Ram	7				
3	Mohan					
4	Ram					
5	Bablu					
6	Ram					
7	Teena					
8	Reena					
9	Mohan					
10	Pinki					
11						

G5							
	A	B	C	D	E	F	G
1	Sheet						
2	ID	Name	Age	Address			
3	3429	Mohan	24	Agra			
4	2826	Rohan	22	Mathura			
5	1833	Shyam	18	Aligarh		Mohan	Agra
6	5207	Geeta	20	Agra			
7	6040	Savita	19	Mathura			
8	6713	Mohit	21	Aligarh			
9	374	Madhav	18	Agra			
10	2467	Shalini	22	Mathura			
11	1383	Shruti	23	Aligarh			

TRANSPOSE

A12											
	A	B	C	D	E	F	G	H	I	J	
1	Student name	Hindi	Art	Science	Computer						
2	Meena	25	85	12	20						
3	Teena	24	25	25	52						
4	Riya	15	14	25	41						
5	Suraj	36	25	35	69						
6	Rahul	87	63	25	58						
7	Pinki	25	54	85	36						
8	Manoj	63	58	45	25						
9	Suhail	95	36	63	54						
10	Sumit	45	14	59	21						
11											
12	Student name	Meena	Teena	Riya	Suraj	Rahul	Pinki	Manoj	Suhail	Sumit	
13	Hindi	25	24	15	36	87	25	63	95	45	
14	Art	85	25	14	25	63	54	58	36	14	
15	Science	12	25	25	35	25	85	45	63	59	
16	Computer	20	52	41	69	58	36	25	54	21	
17											
18	CTRL + SHIFT + ENTER										

FACTORIAL

B2					
	A	B	C	D	E
1	Number	Factorial			
2	1	1			
3	2	2			
4	3	6			
5	4	24			
6	5	120			
7	6	720			
8	7	5040			
9	8	40320			
10	9	362880			

DECIMAL TO BINARY CONVERT

B2					
	A	B	C	D	E
1	Number	Binary			
2	25	11001			
3	5	101			
4	36	100100			
5	50	110010			
6	10	1010			
7	16	10000			
8	20	10100			
9	22	10110			
10	28	11100			
11	30	11110			

BINARY TO DECIMAL CONVERT

B2					
	A	B	C	D	E
1	Binary	DECIMAL			
2	11001	25			
3	101	5			
4	100100	36			
5	110010	50			
6	1010	10			
7	10000	16			
8	10100	20			
9	10110	22			
10	11100	28			
11	11110	30			

DATE & TIME FUNCTION

CTRL+: Shift + Ctrl =today() =now() =month(now()) =years(now()) =day(now()) =days(start date, end date) =Hour(now()) =Minute(now()) =Second(Now()) =weekday(now())	Current Date Current Time Current Date Current Date & Time Current Month Current Year Current day different day Current Hour Current Minute Current Second Current weekday
---	---

FINANCIAL FUNCTION

PMT	Per Month Instalment
IPMT	Per Month Interest
PPMT	Per Month Principal

D5					
	A	B	C	D	E
1	Loan Amount	100000			
2	Rate of Interest	14%			
3	Period year	4			
4					
5			PMT	-2,732.65	
6					

D6					
	A	B	C	D	E
1	Loan Amount	100000			
2	Rate of Interest	14%			
3	Period year	4			
4					
6			IPMT	-1,166.67	
7					

D7					
	A	B	C	D	E
1	Loan Amount	100000			
2	Rate of Interest	14%			
3	Period year	4			
4					
7			PPMT	-1,565.98	
8					

D9					
	A	B	C	D	
1	Loan Amount	100000			
2	Rate of Interest	14%			
3	Period year	4			
4					
8					
9		IPMT	PPMT	-2,732.65	
10					

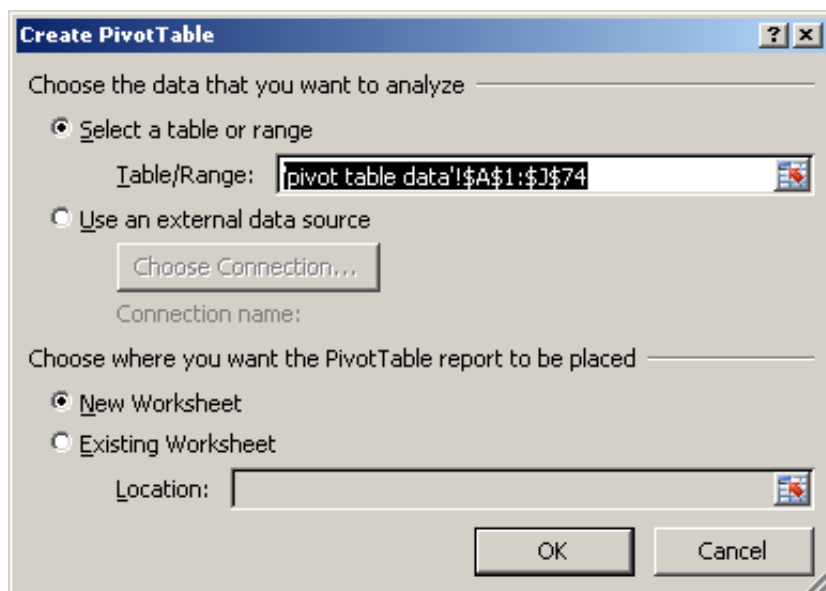
DB Function

G3 $\times$ $\checkmark$ f_x =DB(\$B\$3,\$C\$3,\$D\$3,F3)							
	A	B	C	D	E	F	G
1	DB(COST,SALVAGE,PERIOD,YEAR) Depreciation						
2	Item Name	Cost	Selvage	life		Year	DB
3	Computer	20000	2000	6		1	6,380.00
4						2	4,344.78
5						3	2,958.80
6						4	2,014.94
7						5	1,372.17
8						6	934.45
9						Total	18,005.14

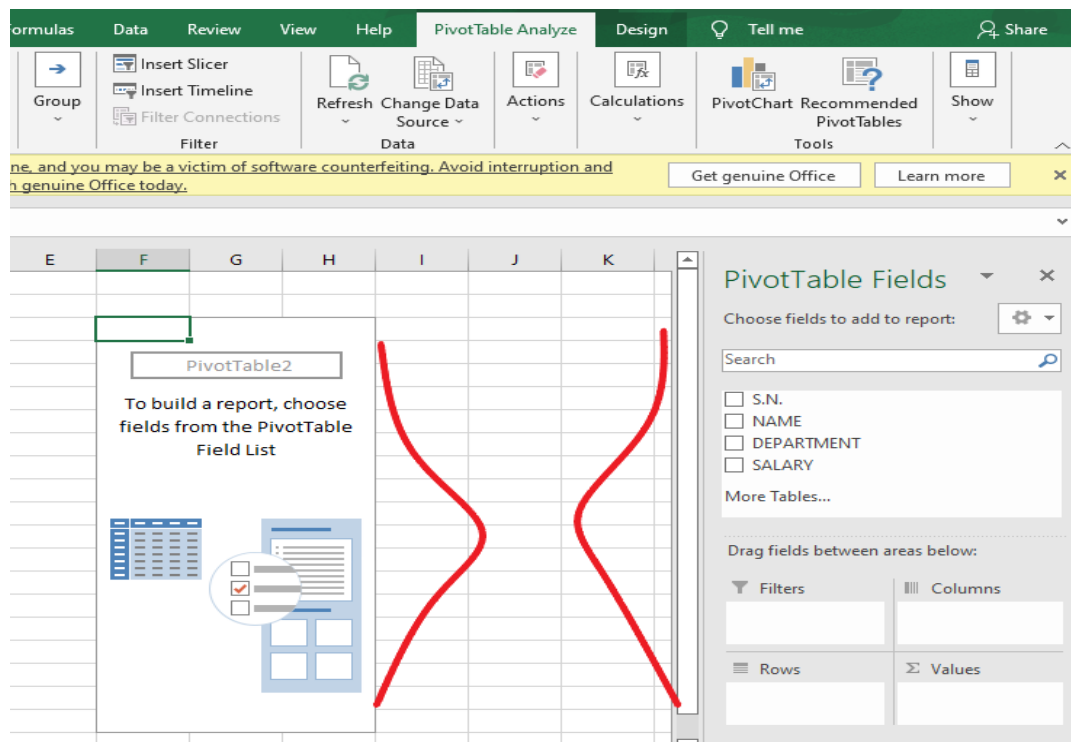
Flash Fill			
Name	First name	Last name	
Suraj kumar	suraj	kumar	
Ajay Verma			
Shahanawaz Abbasi			
Meena Rani			
Riya Tyagi			
Pinki			
Shife Choudhary			
Mona Pal			
Manoj kumar			

PIVOTE TABLE

S.N.	NAME	DEPARTMENT	SALARY
1	SUMAN	TEACHER	12000
2	PRIYA	TEACHER	10000
3	ANKIT	DOCTER	25000
4	AJAY	COMPUTER	15000
5	AMAN	AGRICULTURE	13000
6	VISHAL	DOCTER	8000
7	MONA	AGRICULTURE	9000
8	MONIKA	COMPUTER	17000
9	PAYAL	TEACHER	14000
10	MAHIMA	DOCTER	20000
11	Ram	NURSE	8000
12	SYAM	TEACHER	10000
13	MOHAN	LOYER	13000
14	SUHAN	ADVOCATE	9000
15	SUNITA	DOCTER	14000



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PIVOTE TABLE	
	Sum of SALARY
AGRICULTURE	22000
AMAN	13000
MONA	9000
COMPUTER	32000
AJAY	15000
MONIKA	17000
DOCTER	67000
ANKIT	25000
MAHIMA	20000
VISHAL	8000
SUNITA	14000
TEACHER	46000
PAYAL	14000
PRIYA	10000
SUMAN	12000
SYAM	10000
NURSE	8000
Ram	8000
LOYER	13000
MOHAN	13000
ADVOCATE	9000
SUHAN	9000
Grand Total	197000

	A	B	C
1	S.N.	NAME	
2	1	Mohd Ali	= "MR. " & B2
3	2	Ali Haider	= "MR. " & B3
4	3	Mahin Alam	= "MR. " & B4
5	4	Shaziya khan	= "MR. " & B5
6	5	RIHAN	= "MR. " & B6
7	6	MAYANK	= "MR. " & B7
8	7	Amit Tyagi	= "MR. " & B8
9	8	Shahid	= "MR. " & B9
10	9	Dennis	= "MR. " & B10
11	10	Nusbeeha	= "MR. " & B11
12	11	James Thomas	= "MR. " & B12
13	12	Eli Christian	= "MR. " & B13
14	13	Jameson	= "MR. " & B14
15	14	Ravi kumar	= "MR. " & B15
16	15	Shivi Singh	= "MR. " & B16
17			

	G	H	I
1	NAME	FATHER NAME	
2	Mohd Ali	GAYYU AHMAD	= "MR. " & H2 & "SON " & G2
3	Ali Haider	YASEEN	= "MR. " & H3 & "SON " & G3
4	Mahin Alam	RIZWAN	= "MR. " & H4 & "SON " & G4
5	KADIR	ABBAS	= "MR. " & H5 & "SON " & G5
6	RIHAN	MOMIN	= "MR. " & H6 & "SON " & G6
7	MAYANK	GOUTAM	= "MR. " & H7 & "SON " & G7
8	Amit Tyagi	AMAN	= "MR. " & H8 & "SON " & G8
9	Shahid	KASHIF	= "MR. " & H9 & "SON " & G9
10	Dennis	INTEZAR	= "MR. " & H10 & "SON " & G10
11	Nusbeeha	SHAHID	= "MR. " & H11 & "SON " & G11
12	James Thomas	DENNIS	= "MR. " & H12 & "SON " & G12
13	Eli Christian	FLOYER	= "MR. " & H13 & "SON " & G13
14	Jameson	BITTU	= "MR. " & H14 & "SON " & G14
15	Ravi kumar	BANTI	= "MR. " & H15 & "SON " & G15
16	Shivi Singh	SHIVA	= "MR. " & H16 & "SON " & G16
17			

INVOICE SHEET

Product Name	HSN Code	GST Rate	Rate
Keyboard	2345	5%	210
Mouse	2346	5%	140
Monitor	2347	10%	2500
CPU	2348	20%	1000
Wireless Mouse	2349	10%	430
Wireless Keyboard	2350	10%	540
Power cable	2351	12%	100
Hard Disk	2352	5%	1500
VGA Cable	2353	10%	120
Motherboard	2354	25%	2000
Ram	2321	0.1	2200

A	B	C	D	E	F	G	H
1	LOGO						
2	DEEPAK EDUWORK PVT. LMT.						
3	STREET ADDRESS LANDMARK						
4	PHONE N. 2589745611 EMAIL ID - username@gmail.com						
5							
6							
7							
8	CUSTOMER DETAILS:						
9							
10	CUSTOMER NAME					INVOICE N.	
11	COMPLETE ADD.					DATE	
12	PHONE N.					SELECT SALE TYPE	retail
13	GST N.						
14							
15							
16	S.N.	PRODUCT NAME	HSN CODE	GST RATE	RATE	QTY	GROSS AMT
17	1	=ERROR(VLOOKUP(B17,Sheet1!A1:C12,2,0),"")	=ERROR(VLOOKUP(B17,Sheet1!A1:D12,3,0),"")	=ERROR(VLOOKUP(B17,Sheet1!A1:D12,4,0),"")			=ERROR(E17*F17,"")
18	2	=ERROR(VLOOKUP(B18,Sheet1!A2:C13,2,0),"")	=ERROR(VLOOKUP(B18,Sheet1!A2:D13,3,0),"")	=ERROR(VLOOKUP(B18,Sheet1!A2:D13,4,0),"")			=ERROR(E18*F18,"")
19	3	=ERROR(VLOOKUP(B19,Sheet1!A3:C14,2,0),"")	=ERROR(VLOOKUP(B19,Sheet1!A3:D14,3,0),"")	=ERROR(VLOOKUP(B19,Sheet1!A3:D14,4,0),"")			=ERROR(E19*F19,"")
20	4	=ERROR(VLOOKUP(B20,Sheet1!A4:C15,2,0),"")	=ERROR(VLOOKUP(B20,Sheet1!A4:D15,3,0),"")	=ERROR(VLOOKUP(B20,Sheet1!A4:D15,4,0),"")			=ERROR(E20*F20,"")
21	5	=ERROR(VLOOKUP(B21,Sheet1!A5:C16,2,0),"")	=ERROR(VLOOKUP(B21,Sheet1!A5:D16,3,0),"")	=ERROR(VLOOKUP(B21,Sheet1!A5:D16,4,0),"")			=ERROR(E21*F21,"")
22	6	=ERROR(VLOOKUP(B22,Sheet1!A6:C17,2,0),"")	=ERROR(VLOOKUP(B22,Sheet1!A6:D17,3,0),"")	=ERROR(VLOOKUP(B22,Sheet1!A6:D17,4,0),"")			=ERROR(E22*F22,"")
23	7	=ERROR(VLOOKUP(B23,Sheet1!A7:C18,2,0),"")	=ERROR(VLOOKUP(B23,Sheet1!A7:D18,3,0),"")	=ERROR(VLOOKUP(B23,Sheet1!A7:D18,4,0),"")			=ERROR(E23*F23,"")
24	8	=ERROR(VLOOKUP(B24,Sheet1!A8:C19,2,0),"")	=ERROR(VLOOKUP(B24,Sheet1!A8:D19,3,0),"")	=ERROR(VLOOKUP(B24,Sheet1!A8:D19,4,0),"")			=ERROR(E24*F24,"")
25	9	=ERROR(VLOOKUP(B25,Sheet1!A9:C20,2,0),"")	=ERROR(VLOOKUP(B25,Sheet1!A9:D20,3,0),"")	=ERROR(VLOOKUP(B25,Sheet1!A9:D20,4,0),"")			=ERROR(E25*F25,"")
26	10	=ERROR(VLOOKUP(B26,Sheet1!A10:C21,2,0),"")	=ERROR(VLOOKUP(B26,Sheet1!A10:D21,3,0),"")	=ERROR(VLOOKUP(B26,Sheet1!A10:D21,4,0),"")			=ERROR(E26*F26,"")
27	11	=ERROR(VLOOKUP(B27,Sheet1!A11:C22,2,0),"")	=ERROR(VLOOKUP(B27,Sheet1!A11:D22,3,0),"")	=ERROR(VLOOKUP(B27,Sheet1!A11:D22,4,0),"")			=ERROR(E27*F27,"")
28							
29							
30							
31							
32							
33							
34							
35							

SUMMARY	AMOUNT
GROSS AMT	=SUM(G17:G27)
=IF(H12="INTRASTATE SALE","IGST","")	=IF(G31,"",H34:H36)
=IF(H12="retail","CGST","")	=IF(G32,"",H34:H36)/2
=IF(H12="retail","SGST","")	=IF(G33,"",H34:H36)/2
GRAND TOTAL	=SUM(H17:H27)

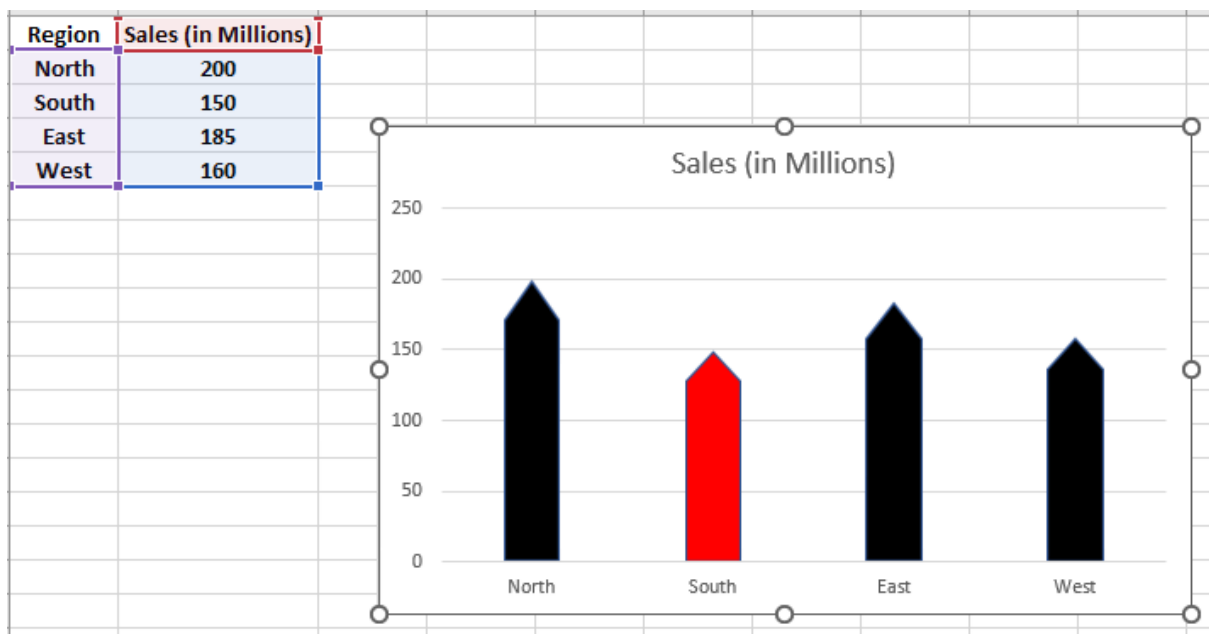
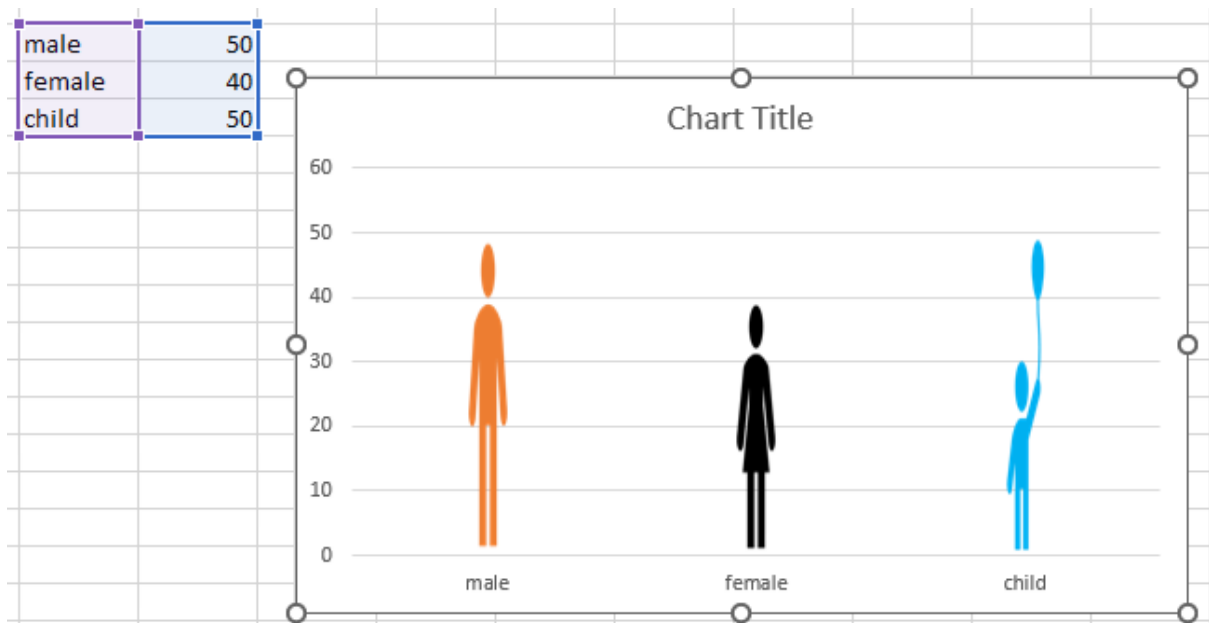
STOCK MAINTAIN

SUMIF Function USE									
STOCK MAINTAIN									
PURCHASE			SALES			Stock			
DATE	ITEM NAMES	QTY	DATE	ITEM	QTY	ITEM	PURCHASE	SALES	BALANCE
10-01-21	COMPUTER	10	01-Nov-21	LAPTOP	10	C.P.U	=SUMIF(B4:B18,G4,C4:C18)	=SUMIF(E4:E18,G4,F4:F18)	=H4-I4
10-2-21	PRINTER	15	02-Nov-21	C.P.U	12	TABLE	=SUMIF(B4:B18,G5,C4:C18)	=SUMIF(E5:E19,G5,F5:F19)	=H5-I5
10-3-21	LAPTOP	73	10-Nov-21	CHAIR	40	COMPUTER	=SUMIF(B4:B18,G6,C4:C18)	=SUMIF(E6:E20,G6,F6:F20)	=H6-I6
10-4-21	LAPTOP	20	11-Nov-21	COMPUTER	12	LAPTOP	=SUMIF(B4:B18,G7,C4:C18)	=SUMIF(E7:E21,G7,F7:F21)	=H7-I7
10-5-21	COMPUTER	32	12-Nov-21	CHAIR	15	CHAIR	=SUMIF(B4:B18,G8,C4:C18)	=SUMIF(E8:E22,G8,F8:F22)	=H8-I8
10-6-21	C.P.U	18	12-Nov-21	MOUSE	46	PRINTER	=SUMIF(B9:B23,G9,C9:C23)	=SUMIF(E9:E23,G9,F9:F23)	=H9-I9
10-7-21	CHAIR	14	12-Nov-21	ALMIRA	30	T.V.	=SUMIF(B10:B24,G10,C10:C24)	=SUMIF(E10:E24,G10,F10:F24)	=H10-I10
10-8-21	PRINTER	16	12-Nov-21	CHAIR	62	A.C	=SUMIF(B11:B25,G11,C11:C25)	=SUMIF(E11:E25,G11,F11:F25)	=H11-I11
10-9-21	T.V.	65	12-Nov-21	COMPUTER	16	KEYBOARD	=SUMIF(B12:B26,G12,C12:C26)	=SUMIF(E12:E26,G12,F12:F26)	=H12-I12
10-10-21	TABLE	30	12-Nov-21	A.C	28	MONITER	=SUMIF(B13:B27,G13,C13:C27)	=SUMIF(E13:E27,G13,F13:F27)	=H13-I13
10-11-21	REFRIGARATOR	10	12-Nov-21	PRINTER	33	L.E.D.	=SUMIF(B14:B28,G14,C14:C28)	=SUMIF(E14:E28,G14,F14:F28)	=H14-I14
10-12-21	CHAIR	23	12-Nov-21	CHAIR	16	RAGISTER	=SUMIF(B15:B29,G15,C15:C29)	=SUMIF(E15:E29,G15,F15:F29)	=H15-I15
10-13-21	KEYBOARD	25	13-Nov-21	REFRIGARATOR	28	MOUSE	=SUMIF(B16:B30,G16,C16:C30)	=SUMIF(E16:E30,G16,F16:F30)	=H16-I16
10-14-21	A.C	60	44514	MOUSE	46	ALMIRA	=SUMIF(B17:B31,G17,C17:C31)	=SUMIF(E17:E31,G17,F17:F31)	=H17-I17
10-15-21	C.P.U	5	44515	KEYBOARD	50	REFRIGARATOR	=SUMIF(B4:B17,G18,C4:C18)	=SUMIF(E18:E32,G18,F18:F32)	=H18-I18

ATTENDANCE SHEET

=COUNTIF(D6:L6,"P")															
A	B	C	D	E	F	G	H	I	J	K	L	AI	AJ	AK	
1	ATTENDANCE SHEET														
2	Oct-21														
3	S.N	NAME	DA	1-Oct	2-Oct	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct	9-Oct	Total Present	Total Absent	Total Holiday
4			DAY	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
5															
6	1	Mohd Ali	-	P	H	H	P	P	P	P	P	A	6	1	2
7	2	Ali Haider	-	A	H	H	P	A	P	P	A	P	4	3	2
8	3	Mahin Alam	-	P	H	H	A	P	A	P	P	A	4	3	2
9	4	Shaziya khan	-	A	H	H	A	A	P	P	A	P	3	4	2
10	5	Eshika	-	P	H	H	P	P	P	P	P	A	6	1	2
11	6	Zainab	-	A	H	H	P	A	A	P	A	P	3	4	2
12	7	Amit Tyagi	-	P	H	H	A	P	P	P	P	A	5	2	2
13	8	Shahid	-	A	H	H	A	A	P	P	A	P	3	4	2
14	9	Dennis	-	P	H	H	P	P	A	P	P	A	5	2	2
15	10	Nusbeeha	-	A	H	H	P	A	P	P	A	P	4	3	2
16	11	James Thomas	-	P	H	H	A	P	P	P	P	A	5	2	2
17	12	Eli Christian	-	A	H	H	A	A	A	P	A	P	2	5	2
18	13	Jameson	-	P	H	H	P	P	P	P	P	A	6	1	2
19	14	Ravi kumar	-	A	H	H	P	A	P	P	A	P	4	3	2
20	15	Shivi Singh	-	P	H	H	A	P	A	P	P	A	4	3	2

ADVANCE EXCEL CHARTS



MS EXCEL SHORTCUT KEYS

Ctrl + A (Select All)

Ctrl + B (Bold)

Ctrl + C (Copy)

Ctrl + D (Fill Down)

इस शॉर्टकट key को उपयोग माइक्रोसॉफ्ट एक्सेल में टाइप किए गए डाटा को बिना कॉपी किए अर्थात बिना Ctrl+C किये बिना ही हम डायरेक्ट जो ऊपर Cell में दिया हुआ है उसे निचे वाले Cell कॉपी कर सकते हैं.

Ctrl + E (Flash Fill)

Ctrl + F (Find)

Ctrl + G (GoTo)

इस विकल्प को Microsoft Excel में GoTo ऑप्शन का उपयोग करने के लिए किया जाता है अर्थात यदि मैं पेज नंबर वन में हूं और मैं पेज नंबर 10 में जाना चाहता हूं तो उसके लिए मैं GoTo Option का उपयोग करूंगा.

Ctrl + I (Italic)

Ctrl + K (Hyperlink)

Ctrl + L (Left Alignment)

Ctrl + N (New Workbook)

Ctrl + O (Open)

Ctrl + P	(Print)
Ctrl + R	(Right Alignment)
Ctrl + S	(Save)
Ctrl + T	(Table Create)
Ctrl + U	(Underline)
Ctrl + V	(Paste)
Ctrl + W	(Worksheet Close)
Ctrl + X	(Cut)
Ctrl + Y	(Redo)
Ctrl + Z	(Undo)
Format Painter	<u>(Ctrl+Shift+C)</u>

MS Excel Shortcut Keys in Hindi F1 to F11

Ctrl + F1	(Show or Hide Ribbon)
Ctrl + F2	(Print Preview)
Ctrl + F3	(Name Manager)
Ctrl + F6	(Switching Workbook)

इस शॉर्टकट का उपयोग माइक्रोसॉफ्ट एक्सेल में एक वर्क बुक से दूसरे वर्क बुक में जाने के लिए किया जाता है.

Ctrl + F9	(Minimize Windows)
Ctrl + F10	(Maximize Windows)
Ctrl + Space	(Select Current Column)
Shift + Space	(Select Current Row)
Ctrl + Arrow Key	

Ctrl + Home	(Goto First Cell)
Ctrl + End	(Goto Last Cell)
Ctrl + +	(Add New Column or Row)
Ctrl + –	(Delete Column or Row)
Ctrl + :	(Insert Current Time)
Ctrl + ;	(Insert Current Date)
Alt + O+R+E	Row Height
Alt +O+C+W	Column Width
Alt + H + O + I	Column width Auto adjust
Alt + H + O + A	Row Height Auto adjust

Excel Other Keyboard Shortcut

Shortcut Keys	Particulars
Ctrl + 0	इस शॉर्टकट की का उपयोग Selected column को Hide करने के लिए किया जाता है.
Ctrl + 9	इस शॉर्टकट की का उपयोग Selected row को Hide करने के लिए किया जाता है.
Ctrl + Shift + 0	इस Shortcut Keys का उपयोग Column को Unhide करने के लिए करते हैं.
Ctrl + Shift + 9	इस Shortcut Keys का उपयोग Row को Unhide करने के लिए करते हैं करते हैं.
Ctrl + 1	इस Shortcut Keys का उपयोग Format cells window को open करने के लिए किया जा सकता है.
Ctrl + 5	इस Shortcut Keys का उपयोग सेलेक्ट किए टेक्स्ट को Strikethrough अर्थात उसके ऊपर लाइन खींचने के लिए किया जाता है.
Ctrl + Shift ++	इस Shortcut Keys का उपयोग Insert dialog box show करने के लिए किया जाता है.
Shift + F2	इस Shortcut Keys का उपयोग Insert comment करने के लिए किया जाता है.

Shift + F3	इस Shortcut Keys का उपयोग Excel formula box open होगा.
Shift + F5	इस Shortcut Keys का उपयोग Search box ओपन होगा.
Shift + F11	इस शॉर्टकट का उपयोग करके हम new worksheet ला सकते हैं.
F1	माइक्रोसॉफ्ट एक्सेल के help प्राप्त करने के लिए F1 दबाएं.
F2	यह एक महत्वपूर्ण शॉर्टकट की है जिसके उपयोग करके हम Selected cell को edit कर सकते हैं.
F4	यह शॉर्टकट का उपयोग करके हम last action को रिपीट कर सकते हैं.
F7	इसका उपयोग हम माइक्रोसॉफ्ट एक्सेल में Selected text का Spelling check के लिए करते हैं.
F11	इस Shortcut Keys का उपयोग Selected data का Chart बनाने के लिए किया जाता है
F12	F12 बटन प्रेस करके हम किसी भी फाइल को Save as कर सकते हैं.
Shift + Space	इस Shortcut Keys का उपयोग सभी Row को select करने के लिए किया जाता है.
Ctrl + Space	इस Shortcut Keys का उपयोग सभी Column को select करने के लिए किया जाता है.
Alt + =	Auto Sum फार्मूला लगाने के लिए इसका उपयोग किया जाता है.
Alt + F1	Chart बनाने के लिए बनाने के लिए इस Shortcut Keys का उपयोग किया जाता है.
Alt + F8	Macro display करने के लिए इस Shortcut Keys का उपयोग किया जाता है.
Ctrl + Shift + &	Border Outline लाने के लिए इसका उपयोग किया जाता है
Ctrl + Shift+-	Borders को हटाने के लिए इस शॉर्टकट का उपयोग किया जाता है.
Ctrl + Shift + U	Expand/Collapse formula bar के लिए इस Shortcut Keys का उपयोग किया जाता है.

Border Shortcut keys

Alt + HB then O	B ottom border
Alt + HB then P	T op border
Alt + HB then L	L eft border
Alt + HB then R	R ight border
Alt + HB then N	N o borders
Alt + HB then A	A ll borders
Alt + HB then A	O utside borders
Alt + HB then T	T hick outside borders
Alt + HB then B	B ottom double borders
Alt + HB then H	T hick bottom borders
Alt + HB then C	T op and t hick bottom border
Alt + HB then U	T op and d ouble bottom border